

## Handout 8

### Identifying Key Features

#### Key Features for Collaboration and Data Analysis:

- Examining Data
- Developing questions
- Noting answers
- Asking new questions
- Actionable steps

#### Task:

1. With your assigned group, review the Sample Team Meeting Agenda (Handout #8).
2. From there, review the Sample Protocol for Looking at Data (Handout #9).
3. Then, review the Collaborative Assessment Conference Protocol from Jacob Hiatt Magnet School, Massachusetts (Handout #10).
4. Consider: How does each document address the five key features for collaboration and data analysis identified by Dr. City?
5. Record your group reflections in the chart provided on the following page.
6. After you've reviewed each Agenda and Protocol, reflect on the following with your group:
  - How can the example agenda and protocols assist as you develop a better PROCESS for collaboration meetings at your school?
  - What elements might you consider adding to your own collaboration meetings to improve results in your school or grade level?
  - Be ready to share.

EXAMINING DATA
<p>Handout #8:</p> <p>Handout #9:</p> <p>Handout #10:</p>
DEVELOPING QUESTIONS
<p>Handout #8:</p> <p>Handout #9:</p> <p>Handout #10:</p>
NOTING ANSWERS
<p>Handout #8:</p> <p>Handout #9:</p> <p>Handout #10:</p>
ASKING NEW QUESTIONS
<p>Handout #8:</p> <p>Handout #9:</p> <p>Handout #10:</p>
ACTIONABLE STEPS
<p>Handout #8:</p> <p>Handout #9:</p> <p>Handout #10:</p>